

**JOB DESCRIPTION**

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| **JOB TITLE:** | Garden Centre Facilitator |
| **RESPONSIBLE TO:** | Operations Manager |
| **LOCATION:** | Strathbrock Partnership Centre, Broxburn, West Lothian |
| **SALARY:** | £20,475 |
| **PERIOD:** | Rolling 12 months contract |
| **HOURS:** | 37.5hrs pw over 5 days (including weekends if required) |
| **START DATE:** | January 2020 |

**The Brock**

The Brock offers people in West Lothian who have chronic mental health conditions a range of transformative therapeutic work activities to provide them with a sense of purpose, belonging and self worth. The objective is to make a long-term difference to individuals based on recovery in its broadest sense providing diverse & engaging work activities in a supportive environment to develop resilience and facilitate societal and community integration. We see the assets and skills that people have which are masked by their mental illness. Our aim is to help them to use those skills and assets positively to improve their mental wellbeing.

**Job Purpose**

The purpose of the Garden Centre Facilitator is to adopt a hands-on approach to provide constructive and stimulating therapeutic work activities for the Brock’s garden centre service users. The postholder is responsible for managing and developing all aspects of the garden centre and mind garden ensuring high operating, presentation & service standards are maintained at all times. The role also involves working collaboratively with other internal & external stakeholders to make a significant contribution towards the delivery of the Brock’s wider strategic and operational aims and objectives. The role is based at The Brock Garden Centre which is located at the Strathbrock Partnership Centre in Broxburn, West Lothian but the postholder may also be required to work from/at other locations in West Lothian.

**Main Responsibilities**

* Consistently demonstrate appropriate behaviours conducive to building and maintaining a high-performance organisational culture
* Provide service users with meaningful, structured and personalised therapeutic horticultural activities in the Garden Centre and Mind Garden, to improve their psychological wellbeing and facilitate integration within their local community
* Provide a welcoming, well maintained and customer friendly environment in the garden centre and mind garden
* Optimise commercial & donation income opportunities from the garden centre & mind garden
* Provide volunteers with a welcoming environment and meaningful and structured activities which support the delivery of the core purpose of The Brock
* Manage maintenance & repair requirements for the garden centre and mind garden
* Adopt safe working practices at all times and comply with relevant health & safety legislation
* Ensure relevant administrative tasks including reporting requirements are completed accurately and on time
* Contribute to the wider business needs and requirements of The Brock, including changing priorities to accommodate: project delivery, business development, marketing & strategic requirements, reporting etc.

**Skills/Experience (essential)**

* Excellent people skills with demonstrable experience of motivating people
* Good understanding of the impact of chronic mental health conditions
* Good knowledge and experience of horticulture, with a passion for gardening
* Strong and flexible team player who can also work independently in an ambitious and growing service
* Experience of facilitating groupwork and/or workshops
* Proven ability to plan & prioritise time and activities effectively and adapt to changing circumstances where necessary
* Ability to communicate clearly and effectively at all levels and consistently demonstrate high levels of interpersonal skills
* Ability to use own initiative, and to focus on detail whilst maintaining an overview of the big picture
* Demonstrably high levels of self-motivation, commitment & achievement
* Full UK driving licence & ability to drive the project vehicle

**Skills/Experience (desirable)**

* Experience of working within the third sector and/or with a charity/social enterprise
* Experience of working with people with mental health issues
* Good general IT skills

**Other**  
The Garden Centre Facilitator must have a recent PVG disclosure certificate or give consent for one to be obtained prior to confirmation of any job offer